

Retention and Classification Report

Agency: Grand County (Utah). County Clerk (431)

Grand County Courthouse
125 East Center Street
Moab, UT 84532
435-259-5645

Records Officer Diana Carroll

27416	Business license files
27637	General ledger fund details and other funds detail 11-75
06125	Marriage license record books

AGENCY: Grand County (Utah). County Clerk

SERIES: 27416

3

TITLE: Business license files

DATES: 1980-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 2.

AUTHORIZED: 04/21/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Grand County (Utah). County Clerk

SERIES: 27637

3

TITLE: General ledger fund details and other funds detail 11-75

DATES: 2006-

ARRANGEMENT: numerical by account number

DESCRIPTION:

These are summaries showing the "amount of receipts from and disbursements of each department" (UCA 17-19-6 (1995)). Records may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 12.

AUTHORIZED: 01/20/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 8 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office for 10 years.

AGENCY: Grand County (Utah). County Clerk

SERIES: 27637

TITLE: General ledger fund details and other funds detail 11-75

(continued)

APPRAISAL:

Historical

Fiscal

PRIMARY CLASSIFICATION:

Public

AGENCY: Grand County (Utah). County Clerk

SERIES: 6125

4

TITLE: Marriage license record books

DATES: 1890-

ARRANGEMENT: Chronological

DESCRIPTION:

These licenses are issued after completion of a marriage license application and are filed in the office of the county clerk. "No marriage may be solemnized without a license issued by the county clerk . . . not more than 30 days prior to the date of solemnization of the marriage" (UCA 30-1-7 (1) (2004)). The license includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: 04/04/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Records Center permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office permanently.

AGENCY: Grand County (Utah). County Clerk

SERIES: 6125

TITLE: Marriage license record books

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Public